

**Jefferson County
Position Description**

Name:		Department:	Human Services
Position Title:	Disability Benefit Specialist	Pay Grade:	6
		FLSA:	Non-Exempt
Date:	August 2014	Reports To:	ADRC Supervisor

Purpose of Position

The purpose of this position is to provide adults with disabilities age 18 – 59 access to benefit counseling and education, as well as advocacy and representation related to a wide range of issues including public benefits, community programs, private health insurance and consumer debt.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides accurate, detailed benefit counseling information and documentation regarding public and private benefits and programs.
- Researches and interprets administrative law for consumer advocacy, consumer rights and eligibility issues.
- Assists consumers with gathering documentation and evidence for applications, provides advocacy and representation in appeals, negotiations, and administrative law proceedings.
- Evaluates consumer needs to recommend appropriate community resources, referrals, and health insurance options.
- Develops benefit program materials as resources for co-workers and consumers and shares technical expertise to assist department in problem solving issues concerning public benefit programs, rules and regulations.
- Attends ongoing training programs to maintain expertise regarding knowledge of programs and services.
- Consults regularly with program attorney regarding individual cases and general caseload.
- Performs time reporting per Medicaid and DHS guidelines as well as prepares and submits timely program reports as required.
- Maintains detailed and confidential documentation in accordance with HIPAA guidelines.

- Performs other duties as assigned or as may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree, preferably in a human services related field. Minimum of one year experience working with the adult population required, specifically with people with disabilities highly preferred. Education requirement may be waived by the State's DBS Program Manager based on evidence of ability to fully perform ADRC responsibilities based on his/her post-secondary education, experience, knowledge and skills. Valid driver's license required.

Other Requirements:

Additional Training: Ability to attend and successfully complete initial and ongoing training as required by the DHS and the ADRC.

Communication: Excellent written and oral communication skills with ability to advocate on behalf of consumers.

Working Conditions: May require travel to consumer's residence.

Environmental: Tasks may risk exposure to adverse environmental conditions such as irate individuals.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date